

Acceptable Use Policy

All students and employees will sign an Acceptable Use Policy. The Acceptable Use Policy for employees may be found in the employee handbook and in the Policy CQ listed above.

Other issues applicable to acceptable use are:

1. Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. Supervision and permission: A staff member only allows student use of computers and the computer network when supervised or granted permission.
3. Attempting to log on or logging on to a computer or email systems by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. Improper use of any computer or the network is prohibited. This includes the following:
 - a. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
 - b. Using the network for financial gain, political or commercial activity.
 - c. Attempting to or harming equipment, materials or data.
 - d. Attempting to or sending anonymous messages of any kind.
 - e. Using the network to access inappropriate material.
 - f. Knowingly placing a computer virus on a computer or the network.
 - g. Using the network to provide addresses or other personal information that others may use inappropriately.
 - h. Accessing of information resources, files and documents of another user without authorization.

Network Etiquette

System users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending or receiving messages is prohibited.

3. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Computer Software

The current configuration on district computers does not allow unauthorized software installation. Unauthorized software installation may affect network and machine performance adversely and is prohibited.

To ensure that software will not affect the current network configuration adversely, the following guidelines should be used when you want to purchase software not listed in the technology catalog.

1. Contact the technology department to determine if another campus has purchased and installed the program. This will prevent repeated orders of programs that have been determined to be unsuitable for our network environment. All network software must be approved by the technology department prior to purchase.
2. Prior to installation on any campus system, the campus tech must be consulted.
3. If the program is new to the district, send a program specification sheet to the Technology department. Additionally, send a description of the computers on which the program will be used.
4. All network software purchases must be delivered to the technology department for installation.
5. If the software is already on site, send a copy of the software to the technology department.
6. If the software program is determined to be unsuitable for the network, it will not be installed. The campus will need to make arrangements to return the software for a refund.

Our goal is to promote the use of appropriate, innovative software whenever possible. These guidelines will insure that the required support and installation process is in place before funds are expended.

It is important to keep in mind that no software should, or will, be installed without documentation that shows the software purchase has gone through the process referenced above and that proper licensing has been purchased. Software purchased by staff using personal funds will be subject to all district guidelines. The documentation and license must be provided to the technology department or the campus tech prior to the installation of any personal software.

Computer Hardware

1. No one except approved vendors, district technicians, and campus technicians will install computer hardware on any district equipment.
2. Hardware must be purchased through current technology bid or with approval by the technology department.
3. All hardware must be shipped to the technology department with documentation listing campus name and contact.
4. Campus computer systems may not be modified, upgraded, or replaced with donated equipment without prior approval of the technology department.
5. In order to maintain an accurate physical inventory, campus computer systems may not be moved from one room to another room without the prior approval.
6. Campus technology systems may not be moved from one campus to another without prior approval.

The following pages may be placed in a student binder to help answer Frequently Asked Questions.

How to Create a Personal Toolbar Folder Using Internet Explorer

1. With Internet Explorer open to the Home Page, click on Favorites, then Organize Favorites.
2. Click on Create Folder. Give the folder a title that reflects the subject, or if you are creating one for a specific teacher, give it the teacher's name. Press Enter.
3. Open Favorites. Click and drag the file to the Links folder. When the links folder is highlighted, release the mouse.
4. You may also use this opportunity to remove any unwanted folders from the Favorites toolbar. Just right-click and choose delete.
5. When you click on the + next to the Favorites, you should see the new folder. When you return to the Home Page, you should see the folder on the toolbar.

How to Cut & Paste Pictures from the Internet

1. Place the cursor on the picture to be copied.
2. Right-click the mouse, then click on "Save image as"
3. When the "save" folder appears, go to the arrow next to "My Documents" and change it to your Novell file folder (H: drive).
4. Click Save. Note the title of the image as you save it. (You may change the title to something that is easier to remember).
5. Click on the Start menu, then Programs, then Microsoft Photo Editor.
6. Click on file, then Open, then open your Novell folder (H: drive).
7. Click on *.* All files.
8. Double click on the title of the image. The image should open in Photo Editor.
9. Click on Edit, then Copy.
10. Minimize the Photo Editor application.

11. Open Microsoft Word in your Novell folder (H: drive).
12. Click on Edit, then Paste. Allow a few seconds for the image to appear.
13. Save and print.

Example of a Campus Computer Use Policy

1. Place your ID on the top of the computer, under the front of the monitor. If 2 people are working, both IDs must be displayed.
2. Log on with **your own** "User ID" and password.
3. You may only log on to the computer for school-related research.
4. Observe the Acceptable Use Policy at all times.
5. Do not change any settings, including the desktop display.
6. If possible, cut and paste from the internet into Microsoft Word instead of unlimited printing.
7. The first 10 pages of printing are free, after that you will be charged 5 center per page.
8. Log out when done.

Copyright

All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology. No person shall use the District's technology to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Superintendent or designee to employ all reasonable measures to prevent the use of District technology in violation of the law. All persons using District technology in violation of law shall lose user privileges in addition to other sanctions.

The District shall notify the U.S. Copyright Office of the designated agent's identity. The District's Web site shall include information on how to contact the District's designated agent and a copy of the District's copyright policy. Upon notification, the District's designated agent shall take all actions necessary to remedy any violation. The District shall provide the designated agent appropriate training and resources necessary to protect the District.

If a content owner reasonably believes that the District's technology has been used to infringe upon a copyright, the owner may notify the designated agent.

To comply with copyright law, electronic media used in the classroom shall be for educational purposes only.

[Board Policy EFE \(Local\)](#)

[Board Policy EFE \(Legal\)](#)

Employees of the District shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions, some of which are stated below, the owner of a copyright has the exclusive rights:

1. To reproduce the copyrighted work in copies or phonorecords;
2. To prepare derivative works based upon the copyrighted work;
3. To distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly;
5. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
6. In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

Fair Use

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by 17 U.S.C. 106, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Performances & Displays

Additional exceptions related to performances and displays include performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made.

Guidelines

Employees who wish to use copyrighted print material and sheet music shall follow the guidelines set forth in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Uses of Music." Those guidelines establish a minimum guaranteed fair use, not a maximum. Any use that falls within those guidelines is a fair use; any use that exceeds these guidelines shall be judged by the four factors stated above and may be subject to

challenge. Any determination regarding whether a use that exceeds the guidelines is a fair use shall rest with an appropriate court of law.

Prohibitions

Notwithstanding the fair use guidelines, the following shall be prohibited:

1. Copying of print materials and sheet music to create or replace or substitute for anthologies, compilations, or collective works. This prohibition against replacement or substitution applies whether copies of various works or excerpts are accumulated, or reproduced and used separately.
2. Copying of or from works intended to be "consumable" in the course of study or teaching. These works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.

Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term.

No charge shall be made to the student beyond the actual cost of the photocopying.

Additional prohibitions regarding the use of music are:

1. Copying for the purpose of performance, except as permitted under the "Guidelines for Educational Use of Music."
2. Copying for the purpose of substituting for the purchase of music, except as permitted under the "Guidelines for Educational Use of Music."
3. Copying without inclusion of the copyright notice that appears on the printed copy.

Reference

"Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Use of Music" contained in the historical note following 17 U.S.C. 107.

Broadcast Programs

Broadcast programs, including commercial and public television and radio, shall not be videotaped or tape recorded for reuse without permission, except within the following guidelines:

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by the District for a period not to exceed the first 45 consecutive calendar days after date of recording. At the end of that retention period, off-air recordings shall be erased or destroyed.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary

during the first ten consecutive school days within the 45-calendar-day retention period. "School days" are actual days of instruction, excluding examination periods.

3. Off-air recordings shall be made at the request of and used by individual teachers and shall not be regularly recorded in anticipation of requests. No broadcast program shall be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program is broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings shall include the copyright notice on the broadcast program as recorded.
5. After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar-day retention period only to determine whether or not to include the broadcast program in the teaching curriculum and shall not be used in the District for student exhibition or any other nonevaluative purpose without authorization.
6. Off-air recordings need not be used in their entirety, but the recorded programs shall not be altered from their original content. Off-air recordings shall not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

[This may be found in Board Policy EFE \(Legal\).](#)